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Office of Inspector General
Office of Investigations

Case Closing Memorandum

I. (U) Administrative Data

(b)(3)
(b)(6)
(b)(7)(c)

Case No.:	19-00008-I	Case Title:	(U//FOUO) Computer Misuse – Alleged Misuse of Agency Systems
Investigator:		Supervisor:	
Date Received:	23 January 2019	Date Opened:	31 January 2019
Date Assigned:	5 February 2019	Case Type:	Full Investigation

(b)(3)
(b)(6)
(b)(7)(c)

II. (U) Summary of Investigative Actions

(b)(1)
(b)(3)
(b)(6)
(b)(7)(c)
(b)(7)(e)

2. (U) This matter was investigated as a potential violations of:

- (U) 5 U.S.C 552 (a) – *Privacy Act.*
- (U//AIUO) Agency Regulation (AR) (U) 4-1, *Standards of Conduct.*
- (U//AIUO) Agency Regulation (AR) (U) 10-10, *Protection of Personally Identifiable Information.*
- (U//AIUO) Agency Regulation (AR) (U) 12-14, *Limited Personal Use of Government Office Equipment Including Information Technology.*

(b)(1)
(b)(3)
(b)(7)(e)

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(b)(3)

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- (U//AIUO) Agency Regulation (AR) (U) 5-46, *Time and Attendance Reporting.*

3. (U//FOUO) On 31 January 2019, OIG initiated an investigation into this matter. The OIG's investigation of this matter included interviews with Agency personnel, review of relevant Agency records, and a review of Agency audit data.

III. (U) Findings

[redacted] (b)(1) (b)(3) (b)(6) (b)(7)(c) (b)(7)(e)

(b)(3) (b)(6) (b)(7)(c)

5. (S//NF) [redacted] advised she used the Agency's Microsoft Word application to work on an online dating book in July 2018 while she was assigned to the [redacted] only worked on this book for approximately 20 minutes in one day. [redacted] did print four pages of her dating book to take home to work on. OIG conducted an audit data review on [redacted] dating book and did not find any information to support her writing a dating book while at work. (b)(1) (b)(3) (b)(6) (b)(7)(c)

(b)(3) (b)(6) (b)(7)(c)

6. (S//NF) (b)(7)(c) noted from September 2018 through November 2018, she worked overtime for the [redacted] explained she claimed one full hour of overtime, but only worked 50 minutes of the overtime. [redacted] further explained her misuse of overtime only happened four days from the above timeframe. OIG conducted audit data review of her misuse of overtime and confirmed [redacted] correctly charged all of her overtime form the above timeframe. (b)(1) (b)(3) (b)(6) (b)(7)(c)

(b)(3) (b)(6) (b)(7)(c)

7. (U//FOUO) On 11 March 2019, the OIG referred this matter to the Department of Justice (DOJ), US Attorney's Office for the Eastern District of Virginia. DOJ declined prosecution in favor of administrative action. (b)(3) (b)(6) (b)(7)(c)

8. (U//FOUO) All investigative activity has been completed. The findings of this investigation will be referred to OS for information only.

[redacted] (b)(6)

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IV. Review and Approval

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Case Closing Memo submitted by Investigator to Supervisor:

Case Closing Memo approved by Special Agent in Charge:

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